

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Superintendent – Maintenance – Distribution, Collection, and Stormwater</b>	Department:	CU Field Operations
Requisition Number:	2023194		
Hours:	7:00 am to 4:00 pm, may vary. On call 24/7	Rate of Pay:	\$81,664.00 to \$112,696.00 Annually
Date Posted Up:	5/19/23	Date Posted Down:	Until Filled
Time Up:	4:00 pm	Time Down:	

**SUMMARY**

Working under the direction of the Chief Superintendent of Maintenance, the incumbent plans, coordinates and directs the administration of maintenance and inspection for the City’s water distribution, sewer collection, and stormwater collection systems by performing duties personally or through subordinate supervisors. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility’s safety rules and operating regulations, policies, and procedures, as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Manages and directs City Utilities field maintenance staff and activities in the administration, operation, and maintenance of the water distribution, sanitary sewer collection, and stormwater collection systems. Manages supervisors and program managers overseeing the water distribution, sanitary sewer collection, and stormwater collection systems operations and maintenance programs;
- Manages materials, personnel and equipment requisitioning and the updating and analysis of departmental data including plans, records, reports, inventory, and work order management system;
- Assist in developing annual goals for the maintenance activities;
- Improves the maintenance of the water distribution system by implementing the AWWA’s Partnership for Safe Water self-assessment and optimization programs;
- Manages the operation and maintenance of the water distribution system, including main lines, valves, service lines, and hydrants. Manages the activities of the maintenance staff to ensure the distribution of safe, palatable, continuous water within regulations set by the Indiana Department of Environmental Management;
- Manages the maintenance of the sanitary and storm water collection systems within regulations set by the Indiana Department of Environmental Management and the Federal Environmental Protection Agency;
- Ensures maintenance group meets and/or exceeds annual established CMOM (capacity, management, operations, and maintenance) and Consent Decree sewer collection system requirements;
- Ensures implementation of priorities from City Utilities Engineering are completed in an agreed amount of time as set by engineering project manager and Superintendent of Maintenance.
- Responsible for implementation of plans, efficiency improvements, and productivity results through use of assets and FTEs, processes, and workforce utilization;
- Manages fleet maintenance for field maintenance crew fleet equipment and assist with annual fleet budgeting;
- Manages Building Maintenance and Capital improvements for buildings

- Works with public information officer in providing information for news releases;
- Works with property owners and managers to address concerns and complaints;
- Keeps abreast with relative technological advances;
- Prepares and/or approves operating reports, maintenance budgets, payroll, and work orders, etc.;
- Participates in capital budget, general rate case, and long-term planning meetings as necessary;
- Participates in the short- and long-range City Utilities planning for service extension, improvements or repairs and cost management;
- Assists with development of departmental policies;
- Implements and administers all City, division and departmental policies;
- Oversees proper training of staff in necessary skills, safety policies and departmental guidelines;
- Supervises and evaluates the performance of assigned personnel;
- Is on-call 24 hours a day for emergencies and assisting the Fire Department when necessary.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

Manages subordinate supervisors and managers who supervise employees in the Water, Sewer, and Stormwater Maintenance Departments. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance appraisals; compensating and disciplining employees; addressing complaints and resolving problems. Supervises and coordinates the activities of multiple groups, as well as manages contracts with outside vendors and contractors.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

A combination of work experience (Minimum of 10 years) or a Bachelor's degree (B.S.) from four-year college or university in Engineering, Construction, Management, or Environmental Sciences preferred. Experience should include 8 or more years of management in public utility water distribution, sewer/stormwater collection systems, or Industrial Operations. Experience in industrial operations with 5 Why, Lean Mfg, 5s, Kaizen, TPM, Project Management, Cross-Silo Leadership, Proven Record of Delivering Programs, and team concept a plus.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Effective oral and written communication skills conducive to managing a large public Utility department and supervising others;
- Knowledge of Microsoft Office software including Word and Excel;
- Experience in creating reports and spreadsheets;
- Knowledge of GPS technology;
- Broad knowledge of water distribution and sewer and stormwater collection system principles and practices, applying advanced theories, methodology and new developments;

- Ability to pass post-offer physical

### **LANGUAGE SKILLS**

Incumbent possesses ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, write reports, provide business correspondence, and produce and interpret procedure manuals. Incumbent demonstrates the ability to effectively present information and respond to questions from groups of managers, news media, customers, and the general public; handle complaints and problems tactfully. Incumbent possesses the oral and written communication skills conducive to manage a large public utility and supervising others.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to establish and maintain effective working relationships with contractors, Civil City and City Utilities department heads, government officials and the general public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Maintains a valid Indiana Drivers License;
- Must take a ten (10) hour OSHA training course in General Industry (1910) or Construction (1926) within 1-year of obtaining position;
- Must obtain certification in adult CPR/First Aid within one (1) year of holding position. Also must keep certification current;
- Full training of OSHA guidelines and City policies as it pertains to confined space entry must be obtained with (3) months of hire;
- D.S.L. certification or ability to obtain within three (3) year of hire and maintain certification.
- Water Environmental Federation Class IV Wastewater Collection System Operator Certification within three (3) years of hire.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Maintains neat and personable appearance and must handle themselves in a professional manner.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.